

CHAPTER 3 CONTINUING EDUCATION

[Prior to 3/9/88, see Landscape Architectural Examiners Board[540] Ch 3]

193D—3.1(544B,17A) Definitions. As used in these rules, the following definition shall apply.

"Hours" of continuing education means a contact hour in actual attendance at and completion of an approved continuing education activity. Contact hour is defined as the typical 50-minute classroom instructional session or its equivalent. One Continuing Education Unit (C.E.U.) offered by an accredited sponsor shall be considered equivalent to ten hours of continuing education.

193D—3.2(544B,17A) Continuing education requirements.

3.2(1) *Hours required.* Each registrant shall complete during each two-year registration term a minimum of 36 hours of continuing education approved by the board. Compliance with the requirement of continuing education is a prerequisite for registration renewal. No continuing education is required for first renewal if registration granted by examination.

3.2(2) *Continuing education compliance year.* Beginning July 1, 1987, and thereafter, the period during which the 36 hours of continuing education must be completed will coincide with the registration period with the following exceptions:

Registrants who obtained their original registration during 1987 will not be required to submit any continuing education for renewal in 1988.

Registrants who obtained their original registration prior to 1987 and who renew in 1988 will be allowed to claim credit for continuing education obtained from January 1, 1986, through June 30, 1988. Registrants who obtained their original registration prior to 1987 and who renew in 1989 will be allowed to claim credit for continuing education obtained from January 1, 1987, through June 30, 1989.

3.2(3) *Sources of continuing education.* Hours of continuing education credit may be obtained by attending or participating in a continuing education activity.

3.2(4) *Carryover hours.* Except as specified in 3.2(2), continuing education credit cannot be carried over to another registration period. No credit for continuing education taken to make up a deficiency of continuing education credit in a previous registration period may be applied to the current registration period.

3.2(5) *Financing.* It is the responsibility for each registrant to finance the costs for continuing education.

193D—3.3(544B,17A) Standards for approval. The continuing education activity shall be qualified for approval if the board determines the following:

3.3(1) *Organized program.* It constitutes an organized program of learning (including a workshop or symposium) which contributed directly to the professional competency of the registrant and when submitted for continuing education credit is accompanied by a paper, manual, or written outline which substantively pertains to the subject matter of the programs; and

3.3(2) *Related to landscape architecture.* It pertains to common landscape architecture subjects or other subject matter which integrally relates to the practice of landscape architecture; and

3.3(3) *Conducted by qualified individuals.* It is conducted by individuals who have a special education, training and experience by reason of which they should be considered knowledgeable concerning the subject matter of the program.

3.3(4) Rescinded, effective April 13, 1988.

193D—3.4 Rescinded, effective April 13, 1988.

193D—3.5(544B,17A) Reporting.

3.5(1) *Report of continuing education completed by registrant.* Each registrant shall file with the board a signed report, under penalty of perjury, on forms provided by the board, setting forth the continuing education in which the registrant has participated and request approval of completed continuing education activities. The report shall be filed with renewal application for each two-year renewal period in which claimed continuing education hours were completed. The information in the report shall include:

- a. School, firm, or organization conducting the course.
- b. Location of the course.
- c. Title of the course and description of the content.
- d. Principal instructor(s).
- e. Dates attended.
- f. Hours claimed.

The board shall approve or disapprove the completed continuing education activities. If disapproved in whole or in part, the registrant will be notified and may be granted a period of time in which to correct the deficiencies. The board may seek verification of information in the report of completed continuing education.

3.5(2) *Information provided by sponsors.* The board may request sponsors of continuing education programs to furnish an attendance list or other information essential for administration of these rules.

193D—3.6(544B,17A) Hearings. In the event of denial, in whole or part, of any application for approval of credit for continuing education activity, the registrant shall have the right within 20 days after the date of notification of the denial by mail, to request a hearing by the board which shall be held within 60 days after receipt of the request for the hearing. The decision of the board shall be final.

193D—3.7(544B,17A) Physical disability, illness, hardships or extenuating circumstances. The board may, in individual cases involving physical disability, illness, hardship, or extenuating circumstances, grant waivers of the continuing education requirements for a period of time not to exceed one year. No waiver or extension of time shall be granted unless the registrant makes a written request to the board for such action.

193D—3.8(544B,17A) Methods of compliance and exemptions. A registrant licensed to practice as a landscape architect shall be deemed to have complied with the continuing education requirements during the continuing education compliance period that the registrant:

1. Serves honorably on active duty in the military service; or
2. Resides in another state or district having a continuing education requirement for the occupation or profession and meets all requirements of that state or district for practice therein; or
3. Is a government employee working in the person's licensed specialty and assigned to duty outside the United States; or

4. Is approved by the board for periods of active practice and absence from the state.
5. If the registrant was not engaged in active practice as a landscape architect and will maintain inactive status during the period for which renewal is requested, the board may exempt the registrant from continuing education. No exemption shall be granted without a written request from the registrant.

193D—3.9(544B,17A) Ground for denial of registration renewal. Failure of a registrant to complete the continuing education requirements as set forth in this chapter or failure to file a report of completed continuing education, or failure to submit a written request for waiver or exemption shall be grounds for the board to deny renewal of the registration.

These rules are intended to implement Iowa Code chapter 544B.

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